

April 14, 2008

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – MorphoTrak Universal Form and Instructions

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.
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MorphoTrak has implemented a new applicant processing system in conjunction with the new contract that went into effect on March 15, 2008. Included in the changes is the new Universal form Version 4.0.

MorphoTrak is having difficulty obtaining a thorough and complete demographic confirmation when the applicant or employee provides them with a Universal form version 4.0 that does not match the matrix; and/or boxes one (1) through seven (7) are handwritten and not legible. Educational facilities and authorized school bus contractors should pre-type their information in boxes one (1) through seven (7). Information must be entered exactly as stated in the instructions. Attached are the Universal form version 4.0 and Instructions for completing this form. Enter only information that is in bold on the instruction sheet in the respective fields, for example: (1) **NJ930100Z**; (2) **EDK** or (**EDV** if the individual is a volunteer); (3) **18A:6-7.2** (or other statute that applies); (4) **Public School Employment** (or one of the two other choices); (5) **RB1** (or **VB1** if individual is a volunteer); (6) is self explanatory and (7) District/Contractor/School Codes use numeric only (no literal or dashes), i.e. **015555** (2 digit county and 4 digit district code) or **015555999** (2 digit county code, 4 digit district code and 3 digit school code).

Failure to properly complete the Universal form will result in the individual being denied LiveScan fingerprinting; charged an \$11.00 fee by MorphoTrak, and another appointment must be scheduled.

RJC/CHC/cc/chief.school.admin.ltr.completing Universal Form 4.0 4/8/08

c: Members, State Board of Education
Commissioner Lucille E. Davy
Deputy Commissioner Willa Spicer
Chief of Staff John Hart
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County Superintendents
Carl H. Carabelli